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INFORMATION FOR PCS RETURNEES

May 1964

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FOREWORD

This booklet contains information which may assist you in your reorientation at headquarters.

Some of this information is presented to reacquaint you with certain headquarters procedures and to suggest actions which you should take upon your return from overseas. Other sections of this booklet pertain to unofficial matters which may be of personal interest to you at this time.

You are encouraged to ask questions as you process through the Central Processing Branch. If your questions cannot be answered in the Branch, you will be directed to appropriate sources of information in the Agency or outside the Agency when necessary. During your processing, you will be given a list of the Agency offices where you must check in and others where you may obtain additional information and assistance on matters relevant to your transfer to headquarters.

Central Processing Branch
Benefits and Services Division
Office of Personnel

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[Redacted]

PAYROLL

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[Redacted]

1. SALARY CHECKS

Salary checks are issued on a biweekly rather than a four-week basis. Checks are delivered to you at your place of work and will be sent to a bank only by prearrangement when you are absent on TDY or extended leave. To have pay checks sent to a bank, you must have on file with the bank a power of attorney. Submit a memorandum to your payroll office (including your payroll number and office cost-account number) requesting that checks for particular pay periods be mailed to your bank, giving the complete name and address of such bank.

2. PAYROLL DEDUCTIONS

Some payroll deductions are continued automatically upon reassignment [Redacted] others require the submission of new documentation (authorization); [Redacted]

- a. Payroll deductions which will be continued automatically are:
 - (1) Premiums for Federal Group Life Insurance (FGLI)
 - (2) Premiums for Federal Employees Health Benefits Plans
- b. Payroll deductions which will require new authorizations:
 - (1) Allotments for the purchase of U.S. Savings Bonds
 - (2) Federal, State, or District of Columbia income taxes. See "INCOME TAX" below.
- c. Payroll deductions are NOT authorized for:
 - (1) Insurance premiums for:
 - (a) UBLIC
 - (b) WAEPA
 - (c) PAMA
 - (d) DENTA
 - (e) Contract Life
 - (f) Contract Hospitalization
 - (2) Credit Union payments.

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INCOME TAX

1. FEDERAL INCOME TAX

A new Form W-4, Employee's Withholding Exemption Certificate, should be submitted through your administrative office [] payroll office if you are reassigned []. In the absence of a new Form W-4, tax deductions will be made from the [] payroll on the basis of "zero" exemptions. Include your payroll number and office cost-center number on exemption certificates.

2. STATE INCOME TAX

- a. State or District of Columbia income taxes may be withheld for your place of residence [].
[] If you reside and work within the same tax jurisdiction, withholdings are mandatory by law, and in the absence of an employee's exemption certificate for your place of residence, withholdings will be made on the basis of "zero" exemptions. If you live in one jurisdiction but work in another you may at your option request that withholdings be made for your place of residence by filing an employee's exemption certificate appropriate for your place of residence. Exemption certificates including your payroll number and office cost-center number should be submitted through your administrative office to the appropriate payroll office.
- b. You should be aware that the fact you have not been physically present in the United States during the past year does not necessarily absolve you of responsibility for payment of State income taxes. The Agency expects you to meet your lawful obligations.

LEAVE

You should ascertain, as soon as possible, whether your leave taken, if any, between your departure from your station and return to duty has been appropriately recorded. Also, it is recommended that you determine what your current annual leave balance is (after consolidation of any leave held in escrow) so that you will know your annual leave ceiling and how much annual leave, if any, must be used before the end of the leave year or be forfeited.

INSURANCE

1. STATUTORY INSURANCE

a. Federal Employees' Group Life Insurance

Unless you want to make some change regarding your status in this program no action is required because of your return.

b. Federal Employees' Health Benefits Plans

If you are not enrolled in the [redacted] or in one of the other approved plans and desire such coverage, you must enroll within 31 days after you enter on duty at headquarters. Failure to do so within this period precludes participation until the next "Open Period" occurs. If you are enrolled in an approved health plan, you may change to another plan or change the level of your plan within 31 days after you enter on duty at headquarters.

2. AGENCY-SPONSORED INSURANCE

Information concerning various types of Agency-sponsored insurance programs is outlined in a folder entitled "Brief Outline of Available Insurance Coverage." This outline, as well as additional information concerning these plans, and assistance in applying for any of them may be obtained in Room 1J27, Headquarters.

CREDIT UNION

1. SHARE ACCOUNTS

[redacted]
your account personally. If you do not now belong to the Credit Union, you may wish to discuss the advantages of such participation with a member of the Credit Union Staff in Room 1J33, Headquarters.

2. LOANS

- a. If you have a Credit Union account, you may obtain a personal loan up to the amount of your savings on your signature alone. With this type of loan, the standard interest rate of one per cent per month is reduced to one-half of one per cent per month.
- b. If you do NOT have a Credit Union account, you may obtain a personal loan by joining the Credit Union and making an application. Generally a loan of this type may be obtained within 24 hours. Interest rates vary according to the type of loan, but the maximum rate is one per cent per month on the unpaid balance.

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- (1) The maximum loan that you may obtain on your signature is \$750 unless your shares exceed that amount.
- (2) Loans from \$751 to \$10,000 require co-signers or other collateral.
- (3) First and second trust real estate loans are now available.
- (4) Education loans may be negotiated by employees requiring financial aid for the college or university education of dependents.

TRAVEL VOUCHER

1. Travel claims should be submitted as soon as possible to the finance section of the division with which you served abroad. Finance technicians are available in that division to assist you in preparing your travel voucher.
2. In preparing your travel voucher, you will need your travel itinerary, ticket stubs, bills of lading, and receipts for any expenses for which reimbursement is claimed. You will also need a statement of the funds advanced to you for travel by your overseas station.

HOME SERVICE TRANSFER ALLOWANCE

The Home Service Transfer Allowance is a cost-of-living allowance for extraordinary and necessary expenses incident to the establishment of a PCS residence at a post in the United States following assignment outside the United States. This allowance is composed of two elements: the Zone Transfer Portion and the Temporary Lodging Portion. There are various limitations and requirements to be considered in determining eligibility for these allowances. You should obtain specific information from your division finance officer to determine if this allowance applies in your case. It is particularly important that you be advised on your entitlement to Temporary Lodging Allowance should you take your home leave in the Washington area. If you are eligible for either or both portions of the Home Service Transfer Allowance, you should submit Form 1075, Application and Claim for Home Service Transfer Allowance, to the division administrative office responsible for the area in which you served.

1. THE ZONE TRANSFER PORTION

This portion is payable upon an official, inter-zone PCS transfer to headquarters (Temperate Zone) from a climatic zone other than temperate. The following rates may be granted for reassignment from Zone 1 (Arctic) or Zone 3 (Equatorial) to the continental United States.

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<u>Size of Family</u>	<u>Zone Transfer Allowance</u>
Individual without family	\$ 75.00
Individual and one member of family	\$125.00
Individual and more than one member of family	\$175.00

2. TEMPORARY LODGING PORTION

- a. The Temporary Lodging Allowance may be paid to an individual with dependents for an aggregate period not to exceed 30 days, and to an individual without dependents for a maximum period of 15 days. However, it may not commence more than 30 days prior to the employee's EOD at headquarters or extend beyond 30 days after his EOD at headquarters.
- b. This portion may be granted to a PCS returnee for actual necessary expenses of temporary lodging at his new post in the United States. A claim for this allowance must be accompanied by supporting receipts for expenses incurred. Reimbursement will NOT exceed the following amounts:
 - (1) Commercial Lodging
\$6.00 per day per person for the individual and each dependent 11 years of age and older; \$3.00 per day for each dependent under 11 years of age.
 - (2) Noncommercial Lodging (housed with friends or relatives, or in accommodations not normally rented commercially).
\$2.50 per day for an individual without dependents.
\$3.00 per day, per family, for an individual with one dependent.
\$5.00 per day, per family, for an individual with two or more dependents.

HOUSING

1. TEMPORARY ACCOMMODATIONS

If you need assistance in locating temporary housing in the area, the Central Processing Branch may be able to help you. The Branch has a list of transient facilities of various types.

2. PERMANENT ACCOMMODATIONS

Information on houses or apartments for rent or houses for sale may be obtained by calling the Housing Officer on [] or by looking over the bulletin boards in F and B Corridors, First Floor, Headquarters.

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HOUSEHOLD EFFECTS

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1. Call the Personal Property Section, Passenger Movement Branch, Office of Logistics, [] for information on household effects in transit from overseas and household effects stored while you were overseas.

2. It will normally take six to eight weeks for household effects shipped from an overseas post to arrive in Washington.

FOREIGN LICENSE PLATES AND OTHER DESIGNATIONS

1. If your car has been transshipped from an overseas area and still bears either foreign [] plates issued in a foreign country, the plates should be replaced as soon as possible. Such plates at best are acceptable in most states only to the point of destination in the United States. The American license plates should never be placed over the foreign plates.

2. Foreign country designations on POV's (personally owned vehicles) [] should be removed.

4. If you are in doubt as to the requirements for registering your car in a particular state, consult the Personnel Technician in the Central Processing Branch.

CITIZENSHIP

1. Children born abroad of United States citizens may encounter some difficulty in producing documentary evidence of their citizenship for school enrollment, employment, or other reasons unless certain steps are taken by their parents.

2. If you have a child, or children, born abroad, it is suggested that you consult the Alien Affairs Staff, Office of Security, which has liaison with the Immigration and Naturalization Service, for advice in completing Form N-600, as well as for any other assistance in naturalization matters.

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MEDICAL EXAMINATIONS

Upon your return from an overseas assignment you should make sure that you have been examined and cleared by the Medical Staff prior to reporting for duty. Since your eligibility for benefits under the Overseas Medical Benefits program normally terminates when you report for duty, it is important that your medical examination and clearance be completed prior to your reporting.

CAREER MANAGEMENT

You should arrange for an interview with a representative of your Career Service shortly after your return to headquarters for assignment. The purpose of such an interview is to acquaint you with the current policies and practices of your Career Service; to provide you with information about your next assignment; and to answer any questions you might have concerning your Career Service program. Interviews may be arranged by a representative of the Central Processing Branch during your processing through the Branch.

EMPLOYEE SERVICES

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A variety of services are offered by the Benefits and Counseling Branch, Office of Personnel, including information on recreational programs and facilities, welfare services, and personal counseling. For further information concerning these services call [redacted] Headquarters. Information on transportation (including car pools) may be obtained by calling there. A car pool information system is located in the J Corridor, First Floor.

SUGGESTION AWARDS PROGRAM

Are you aware of the current employee incentive opportunities? For assistance in formalizing ideas you developed during your field assignment call Incentive Awards Branch, [redacted] for an appointment.

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